

Sanbornton Public Library  
Board of Trustees Meeting  
November 17, 2020

David Adams, Grita Olmstead, Carol Raymond, Chris Hobby (virtually arrived at 6:25) Marcia Haigh

**Call to order:** 6:05 p.m.

**Secretary's Report:** Carol Raymond made a motion to accept, Grita Olmstead seconded. Motion passed unanimously.

**Treasurer's Report:** Grita Olmstead. FSB balance \$26,573.73. Carol made a motion to accept the report, Grita seconded. Motion passed unanimously. Bank CD was signed. Grita will bring the completed paperwork to the bank.

**Building Report:** David Adams. Marcia gave an update on having a new air filtration system, as discussed at the October meeting. The furnace maintenance company recommended against the new filter system. Marcia will ask him about installing Healthy Living filters instead, a denser version than is currently being used. If it will work easily with our system it will be installed.

Discussion on room air purifiers: The Blue Air Classic 605 HEPA Silent Air Purifier is the one with the highest recommendation for our purposes from Consumer Reports, CDC, and EPA. Home Depot stocks it at \$830. It would cover 775 sq. ft. and exchange air five times per hour. Filters are \$79, and are good for about 6 months or so. It is an Energy Star unit, and on castors. The moveable unit weighs 45 pounds. It has a low sound, and has manual and remote controls. If the Library is fully open with regular traffic flow and activity one per room would be needed. Currently, one could be used and easily moved accordingly to staff needs. Marcia would like one stationed near the quarantine area, and moved as needed. Funding will be from the Repair Building and Facility line, item #1.430 David made the motion to purchase one unit, Carol seconded the motion, and it was passed unanimously.

**Programs:** Zoom Story Times are continuing to go well. Make-It kits are lots of fun and families love them. The Story Times are well organized and kids respond with lots of giggles.

Story Walk continues to be enjoyed by folks walking around the field, including school groups.

**Old Business:** Proceeds from the October 31 book sale led by trustee Paula Grassie totaled \$178.

Curbside pickup: Curbside pick-up will continue through 2020 due to increases of Covid-19 numbers locally. Hours for curbside have been popular and successful, and will continue as posted. Staying open after 6 p.m. regularly on Wednesdays and

Thursdays would not work well. Patrons have appreciated the curbside system as it stands, and hope it can continue rather than have the Library close completely.

The Interlibrary loan procedures continue, although numerous libraries are fully closed and not available to participate. Many safety precautions are in place at the Library in processing interlibrary loans, and staff tasks shift to accommodate as necessary.

Family Med. Leave began November 1 and is available for 12 weeks for one staff person. Part-time work can spread the benefit out longer, if opted. All paperwork is up to date.

Vacation for Marcia: Marcia was not able to use last year's vacation time completely, and only part was allowed to be rolled over. She has not been able to take any vacation this year. She requested the twenty days she is currently owed to be rolled over to 2021. David made a motion to roll over the 20 vacation days owed from 2020 to 2021. Carol seconded. Motion passed unanimously.

The library will be closed from 12/24 through 12/28 and 12/31 through 1/4/21.

**New Business:** December Trustee meeting is cancelled. Next meeting will be in January.

A permanent sign will be made to advertise curbside pick-up, as the current sign is too fragile.

The Select Board is looking at the Library's 2021/2022 budget via Zoom on 11/19 at 2 p.m. David and Grita plan to attend virtually. Payroll follows the Select Board's recommendations. Although the Library returned \$5,000 back to the town in 2020, it will need to be fully funded in 2021 as shown on the new budget. In addition to meeting the budgeted items, some prices for supplies and books have increased as much as 20%.

Marcia will purchase a mat for the vinyl floor area to absorb snow and wetness walked in from outside.

Meeting adjourned at 7:05 p.m. Next meeting 1/19/2021.